



## Employment Application

Date \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Current Phone \_\_\_\_\_  cell  home

E-Mail Address \_\_\_\_\_

Do you possess a valid driver's license? Yes[  ] No[  ] Which state? \_\_\_\_\_

Drivers license # \_\_\_\_\_

Position Desired \_\_\_\_\_ What are your dates of availability? \_\_\_\_\_

Are you legally authorized to be employed in the USA? Yes[  ] No[  ]

Have you ever been convicted of a criminal offense? Yes[  ] No[  ] If yes, please explain  
\_\_\_\_\_  
\_\_\_\_\_

The following section is to be completed **IF YOU ARE APPLYING** for an **OFFICE POSITION**:

**What is your experience level with:**

Microsoft: \_\_\_\_\_

Quickbooks: \_\_\_\_\_

Accounts Receivable: \_\_\_\_\_

Accounts Payable: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Education Information

	School Name, City, and State	Course of Study/Major	Graduated	Degree Received
High School			Yes No	
College			Yes No	
Other			Yes No	

## Employment History

List all work experience beginning with your **current or most recent position**.

Company Name \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Address(Street, Address City, State, Zip) \_\_\_\_\_

Name & Title of Immediate Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Your Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Description of Responsibilities \_\_\_\_\_

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May we contact the employers listed above? If not, indicate the one(s) you do not wish us to contact.

\_\_\_\_\_  
 \_\_\_\_\_

**Personal References**

List three individuals who are able to give character references. You should include former employers or school administrators, but not your relatives.

Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (Street, City, State, Zip) \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

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Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (Street, City, State, Zip) \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

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Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (Street, City, State, Zip) \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

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**Statement of Purpose**

I certify that my application and all attachments are true and complete to the best of my knowledge. I understand that any incorrect, incomplete, or false statements or information furnished by me may, at the discretion of the Creative Interiors, disqualify me from employment, or cause my dismissal. I hereby authorize Creative Interiors to make a thorough investigation of my past employment and activities. I release from liability Creative Interiors, former employers, or any persons supplying such information. The language in this application is not intended to create, nor is it to be misconstrued to constitute, a contract of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_